



State of New Jersey  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
PO BOX 863  
TRENTON, NEW JERSEY 08625-0863



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☒ Interested individuals who meet the stated requirements

**Issue Date:** February 3, 2015

**Posting No.:** 22-15

**TITLE:** Division Director, Office of Training **SALARY:** \$110,000.00

**LOCATIONS:** Central Office, Trenton/Correctional Staff Training Academy, Sea Girt and New Lisbon NJ

**JOB DESCRIPTION:** Under the direction of the Chief of Staff, Plans and directs the programs, staff and activities of the Department's Training Academy; administers, coordinates and oversees all phases of training for Departmental employees; identifies departmental training needs and problems related to training and develops training plans and programs to meet the prescribed needs.

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**REQUIREMENTS**

**EDUCATION:** Graduated from an accredited college with a Bachelor's degree supplemented by a Master's degree in Sociology, Psychology, Social Work, Education, Guidance and Counseling, Criminology or Public Administration.

**EXPERIENCE:** Six (6) years of professional or custodial experience in a correctional setting involving the training and rehabilitation of social offenders and/or the training and development of staff; three (3) years of which should preferably have included supervisory executive experience of high level programming, for example, Assistant Superintendent or Correction Major.

Applicants may substitute one year of service at the level of Associate Administrator, or higher, for the three (3) years of supervisory experience. Preference will be given to candidates with experience in large scale training and/or staff development programs, curriculum development or education.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

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**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN FEBRUARY 18, 2015.**

Forward Resume To: James J. Mulholland, Director  
Office of Human Resources  
New Jersey Department of Corrections  
P.O. Box 863  
Trenton, New Jersey 08625-0863

**Emailed resumes are to be sent only to:**

Bonnie.Lutz@doc.state.nj.us

*The New Jersey Department of Corrections is an Equal Opportunity Employer*